

Data & Spreadsheets

Turn data into decisions: Master spreadsheets like a pro

A hands-on journey from spreadsheet fundamentals to actionable insights. Learn to organize, analyze, and present data with confidence—using real-world examples you can apply from day one.

6 modules

What you'll learn

- ✓ Build rock-solid spreadsheets: master cells, formulas, sorting, and filtering
- ✓ Transform raw numbers into clear, compelling charts
- ✓ Unlock insights with pivot tables and the most powerful spreadsheet functions
- ✓ Design a simple, effective dashboard to track what matters

Syllabus

1 Master the sheet

Cells and formulas Sort and filter

2 Analyze

Pivot tables Useful functions

3 Tell the story

Clear charts A simple dashboard

Who is it for?

Students, professionals, and entrepreneurs who work with spreadsheets daily and want to move beyond basics to real analysis and visual storytelling.

Start today at capacita.paulovila.org

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